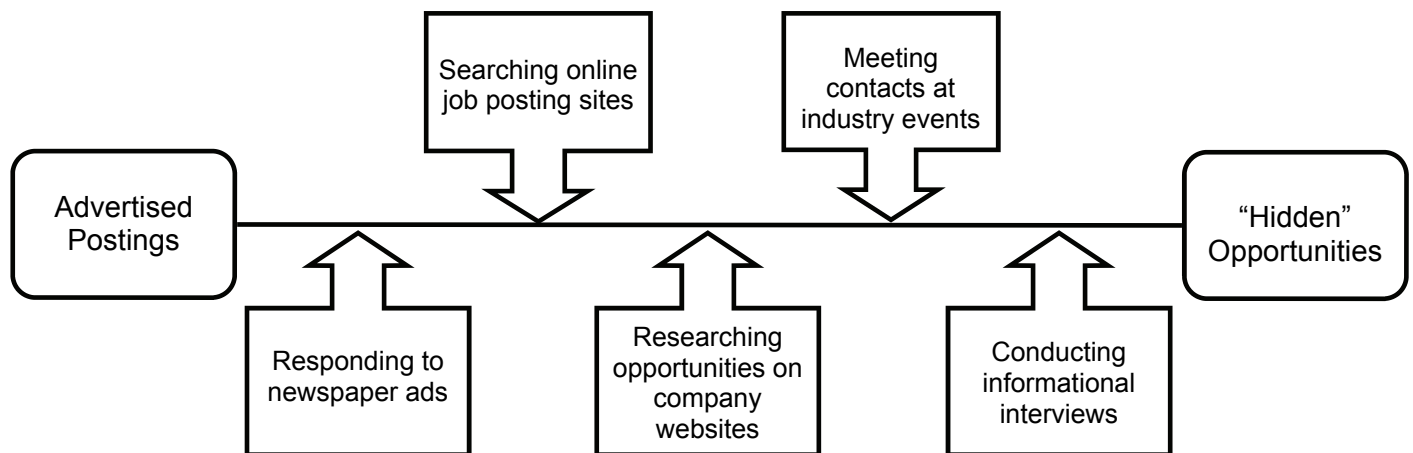


Before you begin your search, you should consider:

- Your career goals
- Your interests and aptitudes
- Your preferred working environment
- Your strengths and weaknesses
- Your current skills set

This information will help you target your job search and focus your efforts

Finding Employment Opportunities: From Ads to Interviews



The newspaper is just the start of your search. There are hundreds of opportunities waiting to be discovered through the “hidden job market.”

- **Industry Events:** Career Fairs are great events for identifying employment opportunities, but also for expanding your network, honing your interview skills, learning industry information, gathering information about companies, and collecting business cards. Before attending a career fair, make sure you’re prepared: check the career fairs website and research which companies you want to approach. Bring a pen, notepad, several resumes, and a stack of business cards. Dress professionally, network with other job seekers, and be prepared to be assertive and introduce yourself! Remember, first impressions are lasting ones!
- **Informational Interviews:** This is an information gathering opportunity. It is an informal opportunity to ask questions that may be uncomfortable to ask in an interview, as well as find out what is done on a day-to-day basis in order to get a good understanding of the role and how it relates to your interests. Even though it’s informal, make sure you arrive on time, know the name of the person you are meeting, and are dressed appropriately. Send a thank you note after the interview, and report back to them if you have followed up on any suggestions. Make a good impression and widen your career contact network!
- **The Hidden Job Network:** Newspaper and Internet ads account for less than 20% of available jobs, which leaves a whopping 80% of jobs to be advertised by word of mouth. Open up your network by talking to friends, family, acquaintances, faculty, staff, peers, colleagues, and pop by the Career Centre to find out about fields of work in which you are interested and use the internet to learn what organizations are in your area and what they offer.

Some Tips:

- **Stay connected:** Keep in touch with former classmates, co-workers and professors. They may be able to refer you to an upcoming opportunity.
- **Get involved:** Participate in professional associations and attend industry events and career fairs. Prepare business cards and practice a firm handshake.
- **Research potential employers:** Informational interviews provide you with the opportunity to investigate the organization, and a quick internet search may uncover exactly what you were looking for.
- **Manage your contacts:** Keep a record of the people you meet at networking events, workshops, etc. Make a note of where you met that person for follow-up and future reference.
- **Stay Positive:** A positive attitude is the key to a successful job search. Don't take rejection personally; not many people land the first job they apply to or interview for. Attitude is all about the way you look at things - view negative responses as an opportunity to grow and learn more about yourself.

Recommended Online Job Search Sites:

UFV Career Centre (www.ufv.ca/jobs)

Search for local jobs within the Fraser Valley and the Lower Mainland. Advertised opportunities are geared towards current students and alumni of UFV. Check out the Co-operative Education Program (Co-op), Work-Study Program, Volunteer, International, and Tutoring Opportunities that are also made available through this website!

Job Bank (www.jobbank.gc.ca)

Up to 2,000 jobs are posted everyday, and the Job Bank has created convenient features such as Student Job Search and Job Match to help you in your job search.

Workopolis (www.workopolis.com) and Workopolis Campus (www.workopoliscampus.com)

Check out Workopolis, advertised as "Canada's Biggest Job Site", or explore WorkopolisCampus.com for job opportunities that are ideal for students and recent graduates.

Charity Village (www.charityvillage.ca)

Interested in philanthropy and volunteerism? This website has 3,000 pages of news, jobs, information and resources in the non-profit sector.

Building industry contacts is a continuous process. Start NOW!

Don't Wait 'Til You Graduate

Education + Experience = Employment Success
